

REHABILITATION COUNSELOR I – II
NEW HAMPSHIRE DEPARTMENT OF EDUCATION
Division of Career Technology & Adult Learning
MANCHESTER REGIONAL OFFICE
Rehabilitation Counselor I - \$34,866.00 - \$41,086.50
Rehabilitation Counselor II - \$37,849.50 - \$44,538.00
#13241

The New Hampshire Department of Education, Division of Career Technology and Adult Learning is seeking applications for a full-time Rehabilitation Counselor I/II to provide comprehensive services to increase employment potential and optimize personal independence for eligible persons with disabilities.

CLOSING DATE: May 4, 2012

SCOPE OF WORK: To provide comprehensive services to increase employment potential and optimize personal independence for eligible persons with disabilities within a specified region for the New Hampshire Division of Adult Learning and Rehabilitation.

ACCOUNTABILITIES:

- Provides counseling and guidance to persons with disabilities and significant others in order to maximize employment potential and personal independence.
- Develops individual functional profiles of persons with disabilities by collecting and/or prescribing medical, psychological and vocational evaluations and analyzing, interpreting and synthesizing the diverse information obtained to make eligibility decisions and determine rehabilitation needs.
- Implements mutually developed Individualized Written Rehabilitation Programs following state and federal regulations and policies, which establish long-term vocational goals, intermediate strategies and objectives, specific services, timelines, costs, providers of service, and program accountabilities.
- Plans, approves and monitors the expenditure of state and federal funds to secure prescribed essential services and commodities to accomplish the Individualized Written Rehabilitation Program.
- Manages a sizable and diverse caseload to ensure timely services and to meet a numerical goal of successful rehabilitations. Documents individual case records to comply with state and federal regulations and policies.

Education: Bachelor's degree from a recognized college or university with major study in social work, psychology, sociology, education rehabilitation counseling, vocational guidance, human resources or human services. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Two years' experience at a professional or technical level in any of the following fields: teaching, vocational guidance or rehabilitation, personnel management, the administration of worker's compensation laws, public employment services or public welfare.

License/Certification: Eligibility for New Hampshire driver's license or access to transportation for use in statewide travel.

MINIMUM QUALIFICATIONS: Rehabilitation Counselor II

Education: (1) Master's degree from a recognized college or university in Rehabilitation Counseling;

Or

(2) Master's degree from a recognized college or university in Counseling* and four (4) specific graduate level courses (aka core courses), one in each of the following:

- a. One course on Assessment
- b. One course on Occupation Information or Job Placement
- c. One course on Medical or Psychosocial and Cultural Aspects of Disabilities
- d. One course on Community Resources or Delivery of Rehabilitation Services

**The master's degree must be in the field of counseling. Examples of degrees that may be considered as a master's in counseling or as counseling-related may include, but are not necessarily limited to, degrees in rehabilitation, special education, social work, and psychology. If the degree is in a counseling discipline other than rehabilitation counseling, a course on the Theories and Techniques of Counseling, as defined by the Commission on Rehabilitation Counselor Certification (CRCC), must be part of the degree requirements. Other required courses may be taken as part of or in addition to the original master's degree.*

Or

(3) Master's degree from a recognized college or university in Behavioral Health, Psychology, Behavioral Science, Psychometrics, Disability Studies, Rehabilitation, Human Relations, Social Work, Human Services, Special Education, Marriage and Family, Vocational Assessment/Evaluation, and Occupational Therapy and six (6) specific post-graduate graduate level courses (aka core courses), one in each of the following:

- a. One course on Assessment
- b. One course on Occupation Information or Job Placement
- c. One course on Medical or Psychosocial and Cultural Aspects of Disabilities
- d. One course on Community Resources or Delivery of Rehabilitation Services
- e. One course on Theories and Techniques of Counseling
- f. One course on Foundation of Rehabilitation Counseling

Experience: Two years' experience at a professional or technical level in any of the following fields: teaching, vocational guidance or rehabilitation, personnel management, the administration of worker's compensation laws, public employment services or public welfare.

License/Certification: Eligibility for New Hampshire driver's license or access to transportation for use in statewide travel.

SPECIAL REQUIREMENTS: For appointment consideration, **Rehabilitation Counselor I/II** applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the Department of Education.

Questions relative to the position should be directed to Lisa Hatz, Administrator III at (603) 271-7080, lisa.hatz@doe.nh.gov.

HOW TO APPLY: An official application for employment may be obtained from and returned to New Hampshire Department of Education, Human Resources Office 101 Pleasant Street, Concord, New Hampshire 03301, Attention Sheila Miller, Human Resources Coordinator at (603) 271-6642, jobs@ed.state.nh.us and is available on the Internet at www.admin.state.nh.us/hr. Please reference **position #13241** on the application ***** In order to receive credit for post-secondary education, a copy of official transcripts with a seal and/or a signature MUST be included with the application. If copies of transcripts have been requested please reference this and have them forwarded to the Human Resources office at the recruiting agency. *****

**Employees are required to pay union/agency fees.
Equal Employment Opportunity Employer**